

PERSONNEL DEPARTMENT

The Personnel Department serves all of the employees of the Town that are appointed by the Board of Selectmen, the Town Manager, the Comptroller, the Town Treasurer, the Town Clerk, and the Board of Assessors. The primary purpose of the Department is to administer the Town's compensation and benefits programs. Its responsibilities include administering the health and life insurance program for all town and school employees. Additionally, the Department deals with a wide variety of issues relative to quality of life in the workplace and seeks to improve the effectiveness of town services by recruiting the best employees and reviewing and improving the Departments' organizational structure.

The Department handled seventy personnel transactions relating to a myriad of positions. This includes retirements, resignations, promotions, vacancy postings and advertisements, interviewing, selection, and enrollment of new employees. The Town had thirty-nine new hires, one lay-off and 2 promotions in the year 2004.

The Personnel Department was very active year during 2004. The Director of the Department serves as member of the Town's collective bargaining team and many hours in the late winter and spring were devoted to meeting with the Town Unions. In 2004 all six town side unions settled with the Town in multiple year contracts. A major change resulting from the negotiations was a July 1st change in union employee health insurance contribution which the personnel department was responsible for implementing.

In the early spring the department ran the first of a series of wellness programs for town employees called Go Walking. The program, sponsored by the Town and BlueCross BlueShield was a structured walking program that provided free pedometers to over 115 Town employees from all departments in the Town and School. The Department also sponsored a series of weight loss workshops and closed out the year with a quit smoking program. The Director plans to actively pursue any funds available to the Town from our health insurance carriers for wellness programs to continue to improve the health and well being of our town employees.

The Department spent the early part of the year researching possible software systems for the tracking of the Town's entire health insurance enrollee population. In the summer of 2004 a new system was selected and the Department devoted time and effort into preparing large amounts of data for integration into the new program which was installed in late October.

As the year closes out the Department will be working closely with the Town Manager on developing an Assessment Center for the purpose of appointing a successor to retiring Fire Chief Richard Maimone. The need for use of a State Human Resources

approved Assessment Center comes after Town Meeting action in 2002 to put the positions of Fire and Police Chief back in Civil Service.

In 2005 the Department of Personnel will continue to make every effort to be supportive to the administration and employees of the Town during these very financially difficult years. The Department will search for ways to improve the morale and health of our employees without adding a financial burden to the town. We will also continue to audit our policies and practices to ensure compliance to various collective bargaining agreements and the myriad of employments laws.

Affirmative Action

The Town of Arlington has established the following mission statement relative to Affirmative Action:

The Town of Arlington recognizes its legal obligation and moral responsibility to provide Equal Employment Opportunity to its employees and potential employees. The Affirmative Action Advisory Committee, a volunteer committee appointed by the Town Manager, is committed to the Affirmative Action program to prevent discriminatory employment practices. The Committee assists the Town in implementing its Affirmative Action Plan which creates the mechanism and sets the standards by which Equal Opportunity and Affirmative Action will be assured.

The Affirmative Action Advisory Committee (AAAC) meets monthly on the 2nd Wednesday, throughout the year, in the Town Hall Annex. The Committee meetings are open to the public and public attendance is encouraged.

Throughout 2004, the Committee reviewed monthly reports from the Director of Personnel/Affirmative Action Officer regarding employment opportunities for the Town. The principal focus of the Committee is to ensure that people of all races and ethnic backgrounds are given equal opportunity to apply for and receive positions of employment here in Arlington. The Committee continues to try to increase the number of minority and female applicants for positions of employment by communicating with the population at large through posting Town positions in publications that serve different minority communities in the area. The Committee continues to strategize about new and inventive ways in which to attract qualified minority applicants.

The Committee closely monitors minority and female participation in all construction projects of over two hundred thousand dollars. Communicating with the general contractor at the beginning of such projects is essential. This year, the Committee

monitored the Reed's Brook Project. The Committee believes it played an instrumental role in the recruitment and retention of a female machinist working on the project. The Committee's goal is to ensure that the general contractor and all sub-contractors are making a good faith effort to be in compliance with minority participation goals of the State and Town. In 2004 the Dallin School Project began as well as the reconstruction of the park at Spy Pond. The Committee will diligently monitor the payrolls of each of these projects to ensure that good faith efforts are made to hire female and minority workers on the projects. Ongoing and future projects include Water Rehabilitation, Curb/Sidewalks and Town Hall Gardens.

In 2003 Governor Romney proposed the elimination of the State Office of Affirmative Action. Throughout 2004 the Committee closely monitored activity at the state level relative to changes to the Commonwealth's Affirmative Action Guidelines. Currently there is a stay on the Governor's Executive Order to eliminate the State Officer of Affirmative Action. However, new draft guidelines of the Governor's Executive Order have been issued and the Committee will monitor this issue closely in 2005.

The Committee looks forward to working on many projects in 2005 including the review and update of the Town's Affirmative Action Plan.

Any person interested in this issue of Affirmative Action and Equal Opportunity Employment is encouraged to contact the Affirmative Action Officer at 781-316-3121 or email cmalloy@town.arlington.ma.us.